

E-Learning User Guide

Common Assessment Framework (CAF)



This e-learning course aims to help you understand what the Common Assessment Framework is, and why it is important, by outlining its key aims and principles.

The course takes approximately 1 hour to complete.

Before you start:

To run this course Flash Player will need to be installed onto the computer you will be using. To request this please e-mail or telephone the IT Helpdesk with the audit number of the PC on:

VPN: 7777 8888
Tel: 0191 370 8888
E-mail: IT Helpdesk/Treasurers/DCC

Getting Help:

If you have any questions about the course, or encounter any problems with it, please do not hesitate to contact the e-learning team:

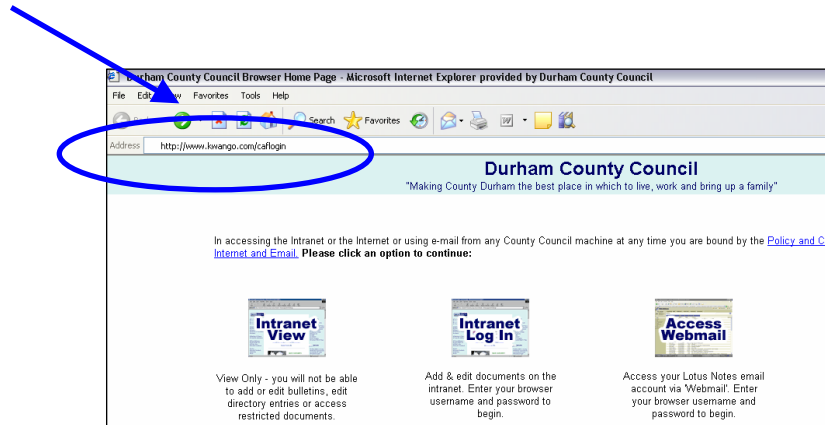
Rosie Kiley
VPN: 7767 5751
Tel: 01325 375 751
e-mail: rosie.kiley@durham.gov.uk

or

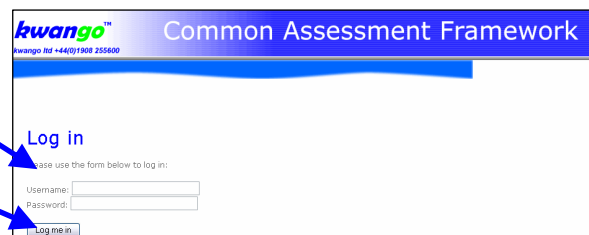
Hazel Ostle
VPN: 7767 5629
Tel: 01325 375 629
e-mail: hazel.ostle@durham.gov.uk

1. Open internet explorer.
2. When your home page appears type the following address into the address bar and hit the return key on your keyboard.

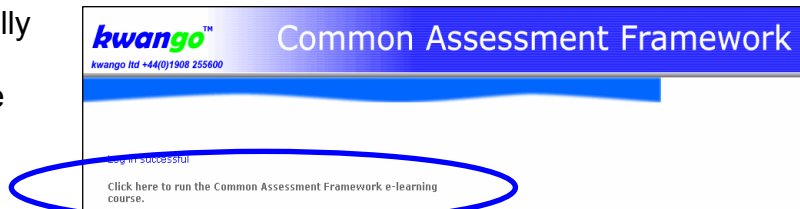
<http://www.kwango.com/durhamcafllogin>



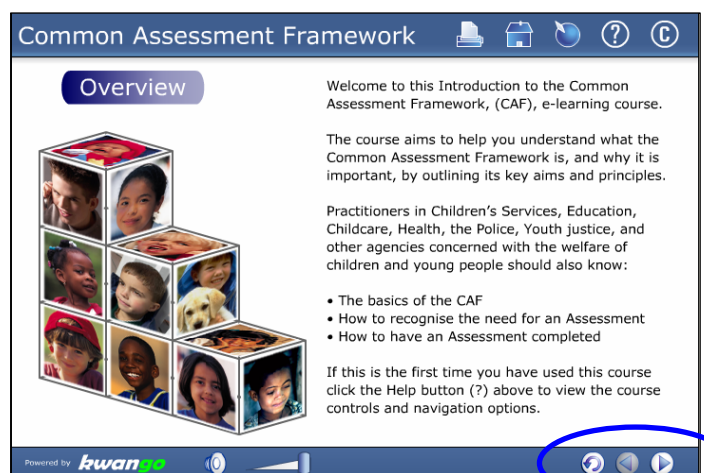
3. When the log in screen appears:
Enter your username and password
Click on the "log me in" button.



4. When you have successfully logged in you will need to click on the link to start the course.



5. Once the course opens move through it using the buttons at the bottom of the screen.



6. Once you have successfully passed the quiz at the end of the course you will be able to print your certificate.